



**General Services Administration**  
**Authorized Federal Supply Schedule Price List Catalog**  
**Mission Oriented Business Integrated Services (MOBIS)**

**Contract Number: GS-10F-0175X**

**Special Item Numbers:**                      SIN 874-1, Integrated Consulting Services  
SIN 874-1RC, Integrated Consulting Services

**Contract Period:**                              3/31/2011 through 3/30/2016

**Type of Contractor:**                          Woman-Owned Small Business



**GroupWyse**  
*Working Together Wisely*

912 170<sup>th</sup> Place SE  
Bellevue, WA 98008



*Advantage!*<sup>®</sup>

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425.643.3880

## Company Overview

GroupWyse was established in Bellevue, Washington in 1999. We are seasoned consultants specializing in organizational development, group facilitation and customized training. We provide guidance to organizations of all sizes by involving the right people, identifying and addressing areas of concern and developing successful strategies. We use an Action Research model to assess, diagnose, take action and evaluate outcomes. We use proven assessment tools at individual, team and organization-wide levels to identify and accomplish desired goals. We provide support for projects ranging from small to large, assisting organizations from start to finish, and helping clients sustain progress through our multiple services.

### **Consulting Services - SIN 874-1 (and Recovery Item 874-1RC)**

Our Consulting Services at GroupWyse are focused on helping you reach high performance to better accomplish your mission and provide excellent customer service. Our consultants are subject matter experts from years of working with government agencies both internally and as contractors. They are highly-skilled professionals with knowledge of both commercial and government best practices. Our products and services are customized to meet your needs. Included in our comprehensive consulting services are the following:

#### ***Organizational Development***

- Strategic Planning
- Change Management
- Organizational Redesign
- Continuous Quality Improvement
- High Performance Work Teams
- Customer Service
- Organizational Assessments
- Leadership Systems

#### ***Professional Development Coaching and Training***

At GroupWyse, we have a keen awareness of the value of skilled, objective coaches and facilitators to foster an environment where individuals collaborate effectively to manage organizational change, improve work processes and accomplish measureable outcomes. Our Senior Consultants hold advanced degrees in social work, psychology and related fields and all consultants representing

GroupWyse have experience in organizational behavior and group dynamics. We are accomplished at working proficiently with individuals of widely varying educational backgrounds and professions, including executive teams and boards. We are highly effective coaches for executives, managers and supervisors as well as intact work groups.

- ◆ **Executive Development and Coaching**
- ◆ **Leadership/ Executive Team Building**
- ◆ **Assessment Tools (i.e., [MBTI](#) and [I-OPT](#))**

### ***Facilitation***

Our facilitators use their considerable experience with groups and understanding of group dynamics to personalize learning for participants. We adapt our services to fit your goals and maximize the impact of retreats and workshops by helping participants apply their learning to the work environment.

- ◆ **Customized Retreats**
- ◆ **Customized Workshops**

Our performance on previous and current contracts demonstrates our capabilities and commitment to serving our clients. GroupWyse has an excellent reputation for working collaboratively with clients and exceeding expectations as we accomplish projects for government, nonprofit and corporate clients.

### **Recent Clients**

- **VA Puget Sound Health Care System, Seattle and American Lake**
  - **General Medicine Service**
  - **Surgery Service Line**
  - **Center for Education and Development**
  - **Pharmacy and Nutritional Care**
- **VA Regional Offices, Seattle and Boise**
- **VA Medical Center Sheridan, WY**
- **Veterans Integrated Service Network 20 (Northwest Network), Vancouver, WA**

- Dept. of Homeland Security, Customs and Border Protection, Workforce Management Branch, Washington, DC
- Member of the University of Washington Consultant Alliance

## MOBIS Federal Supply Schedule

### Labor Costs/Hourly Rates for SINs 874-1 \*

Labor Category Title	Minimum Education	Minimum Experience	Rate with IFF of .75%	Daily Rate
Senior Consultant	Master's Degree	10 years	\$235.93	\$1887.44
Consultant	Bachelor's Degree	8 years	\$171.28	\$1370.24
Junior Consultant	Bachelor's Degree	3 years	\$137.02	\$1096.16
Executive Assistant*	Bachelor's Degree	4 years	\$72.79	\$582.32
Administrative Assistant*	High School	2 years	\$29.97	\$239.76

GroupWyse acknowledges the requirements of the Service Contract Act (SCA) and confirms contract prices for the non-exempt labor categories meet the SCA minimums in the contract. The SCA matrix below identifies the labor categories that fall under the requirements of the SCA, and the matrix and narrative below are incorporated into this contract and must be included in the firm's Authorized Federal Supply Schedule Price List.

*SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Executive Assistant	01018 - Secretary III	05-2563
Administrative Assistant	01313 - Administrative Assistant	05-2563

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The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly

## **Duties and Qualifications of Positions**

GroupWyse maintains a network of associates and colleagues that can be assigned or subcontracted to perform services for our clients. We team with these trusted colleagues and their companies to assure coverage for larger clients and projects.

### **Senior Consultant**

**Duties:** Assesses needs, diagnoses problems, and intervenes through coaching individuals and facilitating groups at all levels of an organization, including senior leadership, steering committees and Boards. Designs customized programs, strategic planning sessions and training to address the needs of the organization or work group. Directs and reviews the work of Junior Consultants.

**Education:** Requires a Master's Degree in Business, Counseling, Social Work, Psychology, Human Resources, Organizational Development or other related field. Additionally, to work with a particular assessment tool, the consultant must be a certified practitioner when this is required for the use of that tool, such as Myers Briggs Temperament Indicator (MBTI) and EQ In Action Profile (Emotional Intelligence assessment). Must have completed at least one well-recognized, certified personal and/or professional development training program, such as Leadership Development Intensive, WINGS or National Training Labs Human Interaction Laboratory.

**Experience:** Requires at least ten years of experience after obtaining a master's degree with demonstrated skills in successfully performing Organizational Development, Organizational Change and/or Facilitation and Training related to the following activities:

- Use of the Action Research model in internal or external consulting work (a scientific approach involving assessment, diagnosis, intervention and evaluation)
- Working with CEOs, senior leadership teams and Executive boards of organizations such as hospitals, government agencies and nonprofit organizations.
- Group process facilitation for intact and cross-functional multi-disciplinary teams at all levels of organizations (with varying educational backgrounds such as doctors, nurses, clerical employees and others)
- Facilitation of interventions between and among supervisors, employees and teams to assist in resolving specific communication and relationship difficulties

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- Managing large organizational programs, such as Total Quality Improvement at VA Puget Sound Health Care System
- Providing Quality Improvement instruction and facilitation of teams to improve work processes and/or address inter-departmental and cross-functional as well as organization-wide issues
- Using Organizational Change models and applying them to specific organizational contexts
- Providing Reorganization and/or Restructuring consultation, facilitation and guidance to organizations under budget pressure or during mergers/integrations of more than one organization or department
- Initiating and facilitating Strategic Planning, including SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis and performing follow up activities for successful implementation and evaluation
- Improving customer service by assessing the internal and external environment, conducting employee surveys, customer surveys and focus groups, analyzing the results, developing and implementing plans for improvement and providing Customer Service training to employees

### **Consultant**

**Duties:** Assesses needs and intervenes through coaching individuals and facilitating work groups and teams to accomplish agreed-upon goals. Collects data, facilitates workshops, retreats and training sessions and helps work groups and organizations implement changes. Develops curriculum under the guidance of a Senior Consultant. Develops recommendations for clients based on completed work.

**Education:** Requires a Bachelor's Degree in Business, Counseling, Social Work, Psychology, Human Resources, Organizational Development or other related field. A portion of the of the education requirement may be substituted by experience facilitating group process, using assessment tools, giving survey feedback to managers and staff and completion of a personal or leadership development program. Additionally, to work with a particular assessment tool, the consultant must be a certified practitioner when this is required for the use of that tool.

**Experience:** Requires at least eight years of experience and demonstrated skills in successfully performing Organizational Development, Organizational Change, management of a major program and/or Facilitation and Training related to the activities listed under Senior Consultant experience.

### **Junior Consultant**

**Duties:** Works under the guidance of a Senior Consultant or Consultant to assess needs, conduct training and facilitate groups to accomplish goals. Compiles assessment information and evaluations and prepares summaries for clients. Interviews clients, collects data and helps work groups and organizations implement changes.

**Education:** Requires a Bachelor's Degree in Business, Counseling, Social Work, Psychology, Human Resources, Organizational Development or other related field. A portion of the of the education requirement may be substituted by experience facilitating group process, using assessment tools, giving survey feedback to managers and staff and completion of a personal or leadership development program. Additionally, to work with a particular assessment tool, the consultant must be a certified practitioner when this is required for the use of that tool.

**Experience:** Requires at least three years of experience and demonstrated skills in successfully performing Organizational Development, Organizational Change and/or Facilitation and Training related to the activities listed under Senior Consultant experience.

### **Executive Assistant**

**Duties:** Provides administrative support to consultants on client engagements. This includes tasks such as project coordination, managing correspondence, coordinating meetings, creating or designing presentation formats using advanced software (i.e. Power Point, VISIO, Excel, Word and graphics software), analyzing data, scheduling travel plans and preparing complex reports. Requires strong computer and internet research skills. Calls for flexibility, excellent interpersonal skills and the ability to work well with all levels of internal management and staff as well as clients and vendors. Must have effective decision making ability.

**Minimum Education:** Bachelor's Degree in business administration preferred. A portion of the educational requirement may be substituted by experience in the required duties.

**Experience:** Requires four or more years of experience performing the required duties.

### **Administrative Assistant**

**Duties:** Working under the supervision of the Senior Consultant, provides general clerical support to consultants in assigned project-based work. Performs tasks such as managing correspondence, scheduling meetings, capturing and recording action items during meetings and managing printing/copying projects related to meetings, retreats and training sessions. Provides bookkeeping support, handles mailing of packages and filing of documents. Creates and modifies documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.

**Minimum Education:** High School Diploma

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**Experience:** Requires two or more years of experience performing the required duties.

## Customer Information

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|---|--|
| 1. Awarded Special Item Numbers (SINs)  | SIN 874-1: Consulting Services<br>SIN 874-1RC: Consulting Services                             |
| 2. Maximum Order:                       | \$1,000,000.00   |
| 3. Minimum Order:                       | \$100  |
| 4. Geographic Coverage (Delivery Area): | United States/All zones and areas  |
| 5. Point of Production:                 | Bellevue, Washington   |
| 6. Discount from list prices:           | Government net prices (discounts already deducted)<br>See "Labor Costs/Hourly Rates" on Page 3 |
| 7. Quantity discounts:                  | None offered   |
| 8. Prompt Payment Terms:                | Net 30 days  |
| 9. Government Purchase Cards:           | Accepted at or below micro-purchase threshold<br>Accepted above the threshold                  |
| 10. Foreign Items:                      | None   |
| 11a. Time of Delivery: Number of days   | 30 days  |
| 11b. Expedited Delivery:                | 10 days  |
| 11c. Overnight and 2-Day Delivery:      | Contact Contractor   |
| 11d. Urgent Requirements:               | Contact Contractor   |
| 12. F.O.B. Point(s):                    | Destination  |

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13a. Ordering Address (Company Address):	GroupWyse 912 170 <sup>th</sup> PL SE Bellevue, WA 98008-5237 E-mail: <a href="mailto:groupwyse@usermail.com">groupwyse@usermail.com</a> 425.643.3880 Fax 425.603.1902
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- 13b. Ordering Procedures: Ordering procedures are outlined on [GSA Website](#)\*
14. Payment Address: Same as Company/Ordering address (13a.)
15. Warranty Provision: Contractor's standard commercial warranty
16. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor
- 17.(DUNS) Data Universal Numbering System : 04-8564913
18. Central Contractor Registration Database: GroupWyse is registered in CCR.

\*Free GSA Schedules training is available by  
accessing the [Center for Acquisition Excellence](#) website.